

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

November 15, 2022

Transforming Communities



HASB MISSION

IT IS THE MISSION OF THE HOUSING AUTHORITY OF SOUTH BEND (HASB) TO PROVIDE SAFE AND AFFORDABLE HOUSING ASSISTANCE TO INDIVIDUALS AND FAMILIES IN A MANNER THAT IS RESPECTFUL, PROFESSIONAL AND SERVICE- ORIENTED. THE HASB IS COMMITTED TO MAXIMIZE ITS EXISTING RESOURCES AND WORK IN PARTNERSHIP WITH THE COMMUNITY TO ASSIST RESIDENTS IN REACHING INDIVIDUAL AND FAMILY GOALS, INCLUDING THOSE OF SELF-SUFFICIENCY, THROUGH EDUCATION, INCREASING EMPLOYMENT AND HOMEOWNERSHIP OPPORTUNITIES.



BOARD OF COMMISSIONERS MEETING

November 15, 2022

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ROLL CALL

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PUBLIC COMMENT

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Resolution - NONE

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- ASSET MANAGEMENT (Public Housing and Housing Choice Voucher)
- FINANCE

BOARD MEMBERS COMMENTS

BOARD CHAIR CLOSING REMARKS

MEETING ADJOURNED

**THE HOUSING AUTHORITY OF THE
CITY OF SOUTH BEND, INDIANA**

REGULAR BOARD MEETING MINUTES

501 Alonzo Watson Drive

South Bend In 46601

October 25th, 2022 @ 9 a.m.

CALL TO ORDER:

Commissioner Calvin called the meeting to order 9:00 a.m.

ROLL CALL:

Commissioner Virginia Calvin, Commissioner Stephen Luecke, Commissioner Camilleri, Commissioner Roland Chamblee; Commissioner McNally

HASB STAFF:

Dr. Catherine Lamberg, Ms. Lori Wallace, Director of HCV; Mrs. Deborah Mobley, Director of Public Housing; Mr. Andy Delaney, CFO; Ms. Pamela Rogers, Administrative Assistant to Executive Director/Board Secretary

OTHERS:

Attorney J. Harris Jr

OLD BUSINESS:

Commissioner Luecke moved to approval of Minutes from the September 27th, 2022, board of commission meetings. Commissioner McNally second the motion. The vote was as following

Commissioner Luecke	AYE
Commissioner Camilleri	AYE
Commissioner Chamblee	AYE
Commissioner McNally	AYE
Commissioner Calvin	AYE

PUBLIC COMMENTS:

None

NEW BUSINESS:

Resolution No 22-4403

RESOLUTION NO. 22-4403

A RESOLUTION BY THE BOARD OF COMMISSIONES OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE APPROVAL OF THE TWO-YEAR EXTENSION OF THE CONTRACT FOR LEGAL SERVICES WITH THE HARRIS LAW FIRM

WHEREAS, the Housing Authority of the City of South Bend (HASB) has an existing Contract for Legal Services with the Harris Law Firm that was executed in November 2020 for a two-year term: and

WHEREAS, the HASB finds the services rendered by the Harris Law Firm covering these two-year periods under the contract to be critical to the continued recovery of the Housing Authority; and

WHEREAS, the Contract allows for renewable terms with a mutual agreement of both parties

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of South Bend: that the Contract for Legal Services with the Harris Law Firm be renewed for an additional two-year term Effective November 6th, 2022, be approved: and

The Executive Director or his Designee is hereby authorized and shall take such measures as may be necessary to place the renewal contract into effect on behalf of the HASB.

Commissioner Luecke motion to accept resolution 22-4403, Commissioner Chamblee seconded the motion. The vote went as following

Commissioner Luecke	AYE
Commissioner Camilleri	AYE
Commissioner Chamblee	AYE
Commissioner McNally	AYE
Commissioner Calvin	AYE

Commissioner Luecke said it didn't seem like it has been 2 years and wanted to thank Attorney Harris for working with the board and being very helpful.

Attorney Harris said he appreciated the opportunity

MEMORANDUM

Dr Lamberg stated there is a memorandum for the board of commissioners. The Indianapolis HUD office had sought out our assistance in assisting the Michigan City Housing Authority. They had an exit of staff and have a very small section 8 program. The majority of the assistance will be on non-South Bend housing authority hours. (Friday and Saturdays, and Tuesdays) HASB has provided a maintenance staff person on a part time bases where 50% of his salary expenses are

covered by the MCHA and the HCV Program is staffed two days per week on Monday and Friday and additional business services are provided for during non-HASB working hours. This assistance is short term with an anticipation it will not continue beyond December 2022. We wanted to bring it to your attention that we are helping out our neighboring housing authority

Commissioner McNally asked are they be compensated. Dr Lamberg said yes.

Commissioner Camilleri said he felt it was fantastic because in the past this housing authority had needed help and now, we are helping others, this is fantastic.

Commissioner Calvin agreed that it was nice to help others

Executive Director Report

RESIDENT INITIATIVES

Dr. Lamberg welcomed the new resident coordinator Rochelle Brown. Announced the meeting at the Kroc center where the HASB has partnered with the City of South Bend and REAL Services to hold events and disseminate information regarding the Utility Assistance Programs offered by both. Events will be held during the months of October and November to assist our residents with completing applications for utility assistance through both programs. Also the residence will have the opportunity to sign up for the Christmas programs that the Kroc center will host.

Human Resources

Pamela stated that continuation of the day-to-day operations to ensure process and procedures in the Human Resource department is running smoothly. Open enrollment has a small snag, where united health premiums are going up by 17% so Horton is in the process of re-negotiating the price or new vender for health insurance. We are still on target for having an open enrollment in November and we also will have Aflac and globe life to come in and provide information to the employees. We have one new employee in residence initiative and looking for another one in maintenance.

Dr Lamberg discussed that we went out to found us a better insurance carrier for our worker comp insurance. We compared liberty mutual verse patriot insurance, and we realized the savings of over \$9,000.00 annually.

Commissioner Calvin asked was 17% excessive

Commissioner Chamblee said it was sufficient and excessive

Dr. Lamberg said it was not something that we have not budgeted for therefore we were a little bit taken aback with the high rate. So, we are looking for better for our employees

IT

For the past few months, we have been working on a redesign of the HASB Web Page as we are aware that our on-line presence can have a massive impact on our continued success. Having a

strong online presence, particularly a website, can be make or break for generating more revenue, improve and increase customer service and coordinate our efforts toward cost savings in going “paperless”. The quality of our website impacts results and we are excited about all of the digital improvements we are working toward that will assist in significant improvements to customer service.

FSS

Dr. Lamberg said that we have four families that went through the financially literacy class. We submitted our revised action plan and HUD has approved that plan and we had a very good session on why credit is important.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley stated on page 17 that we have now opened the wait list to include all bedroom applications. We now will take 1–5-bedroom applications. On our wait list for September 2022, we have 1191 on the list with 72% occupancy rate, we are shutting down Monroe circle slowly. We are working on the vacant units and have roughly a total of 172. For workorders we had a total of 712 routine work orders, its high because we did some preventive maintenance. In ever unit we sent maintenance to change filters and check for fire stops to ensure all units was looked at. For TARS we are still getting ERA funds coming in and getting help from portage township. The residents are realizing now that they have to have the rent paid to stop evictions.

Commissioner Luecke asked are some of the residents from Monroe circle moving into other housing authority units

Mrs. Mobley said some are taking vouchers and others are moving into PH, it’s their choice

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Ms. Wallace went over the data on page 19 reflecting 215 vouchers issued on the street with 63 RFTA, with 76 interim changes and 160 annual changes.

Dr Lamberg said that the request for tenancy is a big deal and hats off to Lori and her staff for a great job in getting this number to where it is.

Ms. Wallace continued with inspection summary, 141 annual inspections with 128 re-inspections. We had 4 emergency special inspections with 29 missed inspections. September is the first full month that our assistance connects for landlords went live, where landlords can go online and electronically get information related to their scheduled inspections and make corrections if necessary.

Financial Report

Mr. Delaney said that basically all variances for all the amps are the same. Rental income is more than budgeted because tenants are working more, and income base is increasing. We are paying for two auditors because we are paying for auditors for the last two years. Utility

expenses are higher across all 4 amps because fuel, electricity is higher. Maintenance expenses is also higher across all 4 amps for the same reasons, labor and material is higher and we have more contractors working. The two things are on here that normally not on here because of year end things. One is bad debt expense where we went in and scrubbed all of the tenants that had bad debt and removed it off, and compensated absences is where we have to approve for each employee sick leave, vacation and things like that. Mr. Delaney continued with his report from the financial pages in the report. Some things weren't budget for because we normally don't view for it, for example additional inspections, and also because now the inspections are done by a third party and before it was done inhouse. Audit fees are spread around all amps.

Commissioner Luecke asked when we look at the summary, everything is put together is there a concern that our net income after appreciation is negative

Mr. Delaney said no because appreciation is an estimate

Dr Lamberg stated our capital fund expenditures a lot is going toward our vacancy's reductions. We are investing in the quality in the unit that we have. Many are long term vacancies, and it takes more resources to bring the unit up to code. So, we are putting the money back into the housing stock, so we don't get into a rabbi Shulman situation going forwards. Dr Lamberg also spoke on information of the development of Rabbi Shulman. We are not actively moving forward with potential demolition until we have the resources for the redevelopment. So, we meet biweekly to see what progress will be met.

Next board meeting will be on November 15, 2022 and will not have a meeting in December 2022.

Meeting was called for adjournment; it was moved and seconded

Executive Directors Report

- I. RESIDENT INITIATIVES Summary
- II. ADMINISTRATION Summary
- III. LOW INCOME PUBLIC HOUSING Summary
- IV. HOUSING CHOICE VOUCHER PROGRAM Summary
- V. FINANCE REPORT Summary

CREATING OPPORTUNITIES FOR FAMILIES THROUGH RESIDENT SERVICES:

The new Resident Service Coordinator, Rochelle Brown, is in the process of developing a Resident Survey to assess the general needs of the Residents and to seek supporting services to address these identified needs. It is anticipated that the survey will be completed and delivered during the month of November 2022.

In our continued partnership with the Kroc, five residents signed up for after school activities for which the Kroc is provided a 90% scholarship and the HASB is covering the 10% cost under our Resident Service Budget.

The Housing authority of South Bend partnered with the City of South Bend and Real Services to allow resources for utility assistance to be rendered to residents of South Bend and some surrounding areas. For the month of October, the Housing Authority has explained this process to approximately 250 people and has assisted in the processing of applying for utility assistance for approximately 136 applications.

Administration

Human Resource Report November 2022

Day- to – Day

Continuation of the day-to-day operations to ensure process and procedures in the Human Resource department is running smoothly.

Benefits

We met with Horton pertaining to getting a better price for our employees from united health. The difference was negotiated from 17% to 8% increase in plan price which is still expensive but more manageable. They will continue to look at different venders however because of the lateness in the season, a decision must be made by November 23rd in order to keep the process in line with a January 1, 2023, operations start date. All other venders' prices remained the same for other benefits.

Staffing

There were no new hires for our staff last month. We continue to make sure our staffing is up to par for the needs of the Agency.

IT – No new report





The Family Self Sufficiency Program (FSS) promotes the development of local strategies to coordinate public and private resources that help housing choice voucher program participants and public housing tenants obtain employment that will enable participating families to achieve economic independence.

	Number FSS Participants enrolled	HCV Program Participants	LIPH Program Participants	Number with Escrow Accounts	Total Amount of Escrow Accounts
January 2022	36	31	5	22	\$54,302.86
February 2022	36	31	5	22	\$57,107.86
March 2022	47	39	8	22	\$50,472.86
April 2022	52	42	10	21	\$46,270.86
May 2022	59	46	13	20	\$42,487.86
June 2022	67	51	16	19	\$43,442.86
July 2022	69	53	16	19	\$43,596.86
August 2022	68	52	16	19	\$33,995.86
September 2022	68	52	16	22	\$35,379.86
October 2022	68	52	16	23	\$39,891.86

Board Report November 2022

- FSS Action Plan was approved by HUD.
- FSS attended NAHRO's, Family Self-Sufficiency Updated with Final Rule Training.
- FSS attended Office Hours#3 Webinar. The panel discussed FSS Action Plans, The Final Rule and general FSS Policies.
- Mary Bradfield, Rental Assistant, Real Services spoke at the FSS October Monthly Meeting on energy assistance, rental assistance, Individual Development, Family Development and Weatherization Programs.
- Janella Davis, HUD Housing Counselor, Department of Community Investment, City of South has partnered with the FSS Program as a Program Coordinator Committee Member.



LOW INCOME PUBLIC HOUSING (LIPH)

	June 2022	July 2022	August 2022	September 2022	October 2022
Waiting List	1243	1247	1176	1191	1144
Occupancy Rate	78%	74%	78%	72%	99%
Rent Collection (TARs)	100%	100%	90%	100%	100%
Unit Turnaround Time (Days)	8	8	8	9	16

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle	92	20	72	0
	Laurel Court	42	33	9	3
	Harbor Homes	54	41	13	
2	Rabbi Shulman/628	127	0	127	0
	West Scott /501	127	78	49	8
	Quads	52	48	4	2
3	South Bend Avenue	20	13	7	3
	Edison Gardens	19	16	3	2
	Twyckenham	18	15	3	3
	Scattered Sites 09	47	33	14	0
	Scattered Sites 10	66	32	34	11
4	LaSalle Landing	24	21	3	2
	Scattered Sites 12	44	30	14	5
	Scattered Sites 17	50	36	14	0
	Scattered Sites 18	31	20	11	0
TOTAL		813	436	377-72- 127=178	39

Workorders	Emergency			Routine		
	Property	August	September	Oct	August	September Preventive Maintenance
Monroe Circle	0	0	0	4	30	0
Plaza Apts.	0	0	0	0	0	0
Laurel Court	0	0	0	30	53	15
Lasalle Landing	0	0	0	20	37	14
South Bend Avenue	0	0	0	30	33	7
Westcott Apts.	1	0	0	57	148	40
Harbor Homes	0	0	0	27	84	26
Scattered Sites (IN15-09)	0	0	0	9	51	21
Scattered Duplexes (10)	0	0	0	24	79	13
Edison Gardens	0	0	0	16	29	6
Twyckenham	0	0	0	19	27	8
Scattered Sites (IN15-12)	0	0	0	19	53	2
Acquisition Scattered Sites (IN15-17)	0	0	0	15	55	9
Scattered Sites (IN15-18)	0	0	0	8	33	8
Totals	1	0	0	280	712	169

Tenant Account Receivables (TARS / rent collection)			
Property	August 2022	September 2022	October 2022
Monroe Circle	92%	81%	92%
Plaza Apts.	0	0	0
Laurel Court	107%	142%	112%
Lasalle Landing	105%	253%	100%
South Bend Avenue	90%	90%	110%
Westcott Apts.	90%	97%	96%
Harbor Homes	90%	147%	58%
Scattered Sites (IN15-09)	90%	194%	117%
Scattered Duplexes (IN15-10)	90%	200%	110%
Edison Gardens	100%	90%	90%
Twyckenham	90%	90%	111%
Scattered Sites (IN15-12)	91%	200%	100%
Acquisition Scattered Sites (IN15-17)	91%	151%	89%
Scattered Sites (IN15-18)	90%	200%	137%



HOUSING CHOICE VOUCHER PROGRAM (HCVP)

HCVP Summary										
	January 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	Sept 2022	Oct 2022
Households Served	2054	2037	2061	2072	2077	2074	2071	2075	2136	2159
Reporting Rate	94%	99%	99%	99%	100%	100%	100%		100%	100%
Annual Re-Exams Completed	296	289	261	210	168	163	136	233	160	176
HQS Inspections Completed	303	301	351	368	362	469	442	448	390	412
Waiting List	159	4871	4485	3994	3699	3270	2810	2491	2084	1707

Housing Choice Voucher Summary										
	January 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	Sept 2022	Oct 2022
Vouchers Issued on the Street	178	211	228	221	194	152	152	190	215	231
Request for Tenancy Approval (RFTA)	61	67	54	41	54	46	43	54	63	91
New Move In/Change of unit/Port In	53/30/1	40/16/0	78/25/1	59/14/2	36/18/1	32/13/4	20/6/2	28/11/2	37/14/1	35/10/0
Interim Change	94	89	95	119	98	112	100	77	76	84
Annual Change	296	289	261	210	168	163	136	233	160	176
End of Participation (EOP)	24	40	20	19	19	16	23	18	13726	22

Housing Quality Inspections Summary										
	January 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	Sept 2022	Oct 2022
Annual Inspections/ Re-inspections	127/104	152/58	192/68	143/111	187/89	232/146	178/151	200/138	141/128	184/104
Initial Inspections / Re-Inspections	48/8	66/10	63/13	56/26	69/15	53/22	48/14	56/13	51/17	98/23
Final Failed Inspections	79	41	76	85	83	70	56	76	70	65
Abatements	18	25	31	34	46	72	64	58	33	35
Emergency Special Inspections	1	3	0	2	1	6	2	3	4	2
Missed Inspections	15	17	48	32	69	84	67	72	29	37
Quality Control (QC) Inspections	0	0	0	16	18	13	11	12	9	13



Financial Report

For the November 15, 2022, Board Meeting

Prepared for the Executive Director

And The Board of Commissioners

Summary

- The compilation is done by amp; therefore, the budget to actual is prepared by amp.
- A PUM page has been added so that the ability to evaluate costs by line can be done.
- A shortfall funding budget was added to separate out the actual maintenance costs that were performed at AMP 3 with the funding.
- The HUD OMB and proration interim rate was 95%. It increased to 104%.
- The administration funding proration settled for 85% at CY21 vs 79% for prior year.
- Other variances will be discussed in more detail at the board meeting.

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

PUM ANALYSIS FOR AMPS

UML ACC units		Amp 1	51%	Amp 2	41%	Amp 3	62%	Amp 4	66%
		188	96	126	306	105	170	99	149
		AMP 1	AMP 1	AMP 2	AMP 2	AMP 3	AMP 3	AMP 4	AMP 4
	Description	October ytd Actuals	PUM	October ytd Actuals	PUM	October ytd Actuals	PUM	October ytd Actuals	PUM
Revenue									
	Rental Income	18,628	16.17	28,541	18.88	17,172	13.63	11,147	9.38
	Other Tenant Income	235	0.20	1,009	0.67	1,879	1.49	680	0.57
	Other Income	1,542	1.34	1,959	1.30	3,951	3.14	1,549	1.30
	Fraud Income								
	Grant Income								
	Operating Subsidy	80,557	69.93	76,167	50.38	54,081	42.92	48,134	40.52
	Shortfall funding					-	-		
	HAP Subsidy					-	-		
	Admin Fee Income								
	Port VASH (HAP)								
	Port VASH (Admin Fee)								
	Capital Fund Management Fee (1410)								
	Capital Fund Ops Transfer (1406)	-	-	-	-	-	-	-	-
	Bookkeeping Fee								
	Management Fee								
	Total Revenue	100,962	87.64	107,676	71.21	77,083	61.18	61,510	51.78
Expenses									
	Administrative Salaries	7,375	6.40	7,350	4.86	7,367	5.85	7,248	6.10
	Office Expense	2,844	2.47	2,334	1.54	958	0.76	585	0.49
	Other Administrative Expense	73	0.06	501	0.33	41	0.03	8	0.01
	Legal Expense	-	-	-	-	125	0.10	250	0.21
	Audit Expense	568	0.49	954	0.63	498	0.40	438	0.37
	Advertising								
	Travel and Training	-	-	-	-				
	Bookkeeping Exp	733	0.64	985	0.65	765	0.61	751	0.63
	Asset Management Expense	1,880	1.63	-	-	1,650	1.31	1,460	1.23
	Management Fee Exp	6,281	5.45	8,439	5.58	6,557	5.20	6,438	5.42
	Total Admin Expenses	19,754	17.15	20,563	13.60	17,961	14.26	17,178	14.46
Resident Services									
	Resident Services Salaries								
	Benefits								
	Total Resident Services								
Utility									
	Water	62	0.05	-	-	100	0.08	1,367	1.15
	Electric	217	0.19	226	0.15	199	0.16	2,773	2.33
	Gas	-	-	-	-	212	0.17	60	0.05
	Total Utility	279	0.24	226	0.15	512	0.41	4,200	3.54
Maintenance									
	Maintenance Wages	8,872	7.70	7,656	5.06	14,935	11.85	15,666	13.19
	Maintenance Materials	5,205	4.52	8,082	5.35	(4,526)	(3.59)	1,012	0.85
	Maintenance Contracts	7,636	6.63	17,841	11.80	4,577	3.63	4,199	3.53
	Total Maintenance	21,713	18.85	33,579	22.21	14,985	11.89	20,877	17.57
	Security Contracts/Costs	-	-	-	-	-	-	-	-
	Insurance Costs	17,480	15.17	20,770	13.74	12,333	9.79	13,447	11.32
	Employee Benefits	7,851	6.82	9,205	6.09	10,959	8.70	5,485	4.62
	Bad Debt	-	-	-	-	-	-	-	-
	Vash Port (HAP) Expense								
	HAP Expense								
	FSS Expense								
	Other General Expense								
	Total Other Expense	25,331	21.99	29,975	19.82	23,293	18.49	18,933	15.94
	Net Income Before Depreciation +/-	33,885	29.41	23,333	15.43	20,333	16.14	322	0.27
	Depreciation	22,092	19.18	14,328	9.48	9,742	7.73	14,025	11.81
	Net Income After Depreciation +/-	11,794	10.24	9,005	5.96	10,591	8.41	(13,703)	(11.53)

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

AMP 1

UML
 ACC units

Description	October ytd		October ytd	
	FYE 23 Budget	Actuals	Budget	% of Budget
Revenue				
Rental Income	130,193	18,628	10,849	172%
Other Tenant Income	13,125	235	1,094	21%
Other Income	127,859	1,542	10,655	14%
Fraud Income				
Grant Income				
Operating Subsidy	781,211	80,557	65,101	124%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	74,336	-	6,195	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,126,724	100,962	93,894	108%
Expenses				
Administrative Salaries	121,099	7,375	10,092	73%
Office Expense	20,623	2,844	1,719	165%
Other Administrative Expense	4,935	73	411	18%
Legal Expense	12,458	-	1,038	0%
Audit Expense	6,814	568	568	100%
Advertising	-	-	-	
Travel and Training	226	-	19	0%
Bookkeeping Exp	7,541	733	628	117%
Asset Management Expense	13,360	1,880	1,113	
Management Fee Exp	64,602	6,281	5,384	117%
Total Admin Expenses	251,658	19,754	20,972	94%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	63,042	62	5,254	1%
Electric	10,588	217	882	25%
Gas	25,830	-	2,153	0%
Total Utility	99,460	279	8,288	3%
Maintenance				
Maintenance Wages	231,066	8,872	19,256	46%
Maintenance Materials	132,352	5,205	11,029	47%
Maintenance Contracts	201,760	7,636	16,813	45%
Total Maintenance	565,178	21,713	47,098	46%
Security Contracts/Costs	-	-	-	
Insurance Costs	100,369	17,480	8,364	209%
Employee Benefits	98,809	7,851	8,234	95%
Bad Debt	6,510	-	543	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	205,688	25,331	17,141	148%
Net Income Before Depreciation +(-)	4,739	33,885	395	8579%
Depreciation	265,100	22,092	22,092	100%
Net Income After Depreciation +/(-)	(260,361)	11,794	(21,697)	-54%

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

AMP 2

UML
 ACC units

Description	October ytd		% of Budget
	FYE 23 Budget	Actuals	
Revenue			
Rental Income	435,199	28,541	79%
Other Tenant Income	15,207	1,009	80%
Other Income	2,674	1,959	879%
Fraud Income			
Grant Income			
Operating Subsidy	754,383	76,167	121%
HAP Subsidy			
Admin Fee Income			
Port VASH (HAP)			
Port VASH (Admin Fee)			
Capital Fund Management Fee (1410)			
Capital Fund Ops Transfer (1406)	343,252	-	0%
Bookkeeping Fee			
Management Fee			
Total Revenue	1,550,715	107,676	83%
Expenses			
Administrative Salaries	146,080	7,350	60%
Office Expense	42,492	2,334	66%
Other Administrative Expense	4,202	501	143%
Legal Expense	22,983	-	0%
Audit Expense	11,452	954	100%
Advertising	-	-	
Travel and Training	-	-	
Bookkeeping Exp	14,532	985	81%
Asset Management Expense	-	-	0%
Management Fee Exp	124,494	8,439	81%
Total Admin Expenses	366,235	20,563	67%
Resident Services			
Resident Services Salaries			
Benefits			
Total Resident Services	-	-	-
Utility			
Water	97,157	-	0%
Electric	150,959	226	2%
Gas	53,316	-	0%
Total Utility	301,432	226	1%
Maintenance			
Maintenance Wages	102,894	7,656	89%
Maintenance Materials	180,620	8,082	54%
Maintenance Contracts	292,889	17,841	73%
Total Maintenance	576,403	33,579	70%
Security Contracts/Costs	-	-	
Insurance Costs	180,537	20,770	138%
Employee Benefits	87,320	9,205	126%
Bad Debt	21,760	-	0%
Vash Port (HAP) Expense	-	-	
HAP Expense	-	-	
FSS Expense	-	-	
Other General Expense	-	-	
Total Other Expense	289,617	29,975	124%
Net Income Before Depreciation +(-)	17,028	23,333	1644%
Depreciation	171,936	14,328	100%
Net Income After Depreciation +/(-)	(154,908)	9,005	-70%

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

AMP 3

UML
 ACC units

Description	FYE 23 Budget	October ytd Actuals	October ytd Budget	% of Budget
Revenue				
Rental Income	320,005	17,172	26,667	64%
Other Tenant Income	29,566	1,879	2,464	76%
Other Income	39,278	3,951	3,273	121%
Fraud Income				
Grant Income				
Operating Subsidy	610,262	54,081	50,855	106%
Shortfall funding		-		
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	27,765	-	2,314	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,026,876	77,083	85,573	90%
Expenses				
Administrative Salaries	98,406	7,367	8,201	90%
Office Expense	20,603	958	1,717	56%
Other Administrative Expense	3,891	41	324	13%
Legal Expense	1,390	125	116	108%
Audit Expense	5,980	498	498	100%
Advertising	-	-	-	
Travel and Training	264		22	
Bookkeeping Exp	12,961	765	1,080	71%
Asset Management Expense	19,800	1,650	1,650	
Management Fee Exp	111,035	6,557	9,253	71%
Total Admin Expenses	274,330	17,961	22,861	79%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	59,711	100	4,976	2%
Electric	21,473	199	1,789	11%
Gas	30,922	212	2,577	8%
Total Utility	112,106	512	9,342	5%
Maintenance				
Maintenance Wages	102,894	14,935	8,575	174%
Maintenance Materials	140,395	(4,526)	11,700	-39%
Maintenance Contracts	126,700	4,577	10,558	43%
Total Maintenance	369,989	14,985	30,832	49%
Security Contracts/Costs	-	-	-	0%
Insurance Costs	89,585	12,333	7,465	165%
Employee Benefits	73,059	10,959	6,088	180%
Bad Debt	16,000	-	1,333	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	178,644	23,293	14,887	156%
Net Income Before Depreciation +(-)	91,807	20,333	7,651	266%
Depreciation	116,900	9,742	9,742	100%
Net Income After Depreciation +/(-)	(25,093)	10,591	(2,091)	-506%

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

AMP 4

UML
 ACC units

Description	FYE 23 Budget	October ytd Actuals	October ytd Budget	% of Budget
Revenue				
Rental Income	302,489	11,147	25,207	44%
Other Tenant Income	12,121	680	1,010	67%
Other Income	47,360	1,549	3,947	39%
Fraud Income				
Grant Income				
Operating Subsidy	543,155	48,134	45,263	106%
Shortfall funding				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	12,278	-	1,023	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	917,403	61,510	76,450	80%
Expenses				
Administrative Salaries	121,099	7,248	10,092	72%
Office Expense	17,294	585	1,441	41%
Other Administrative Expense	1,697	8	141	6%
Legal Expense	11,704	250	975	26%
Audit Expense	5,254	438	438	100%
Advertising	-	-	-	
Travel and Training	199		17	
Bookkeeping Exp	11,390	751	949	79%
Asset Management Expense	17,400	1,460	1,450	
Management Fee Exp	97,576	6,438	8,131	79%
Total Admin Expenses	283,613	17,178	23,634	73%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	29,028	1,367	2,419	57%
Electric	42,803	2,773	3,567	78%
Gas	28,265	60	2,355	3%
Total Utility	100,096	4,200	8,341	50%
Maintenance				
Maintenance Wages	79,057	15,666	6,588	238%
Maintenance Materials	81,883	1,012	6,824	15%
Maintenance Contracts	115,556	4,199	9,630	44%
Total Maintenance	276,496	20,877	23,041	91%
Security Contracts/Costs	-	-	-	0%
Insurance Costs	106,992	13,447	8,916	151%
Employee Benefits	26,901	5,485	2,242	245%
Bad Debt	15,124	-	1,260	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	149,017	18,933	12,418	152%
Net Income Before Depreciation +/-	108,181	322	9,015	4%
Depreciation	168,300	14,025	14,025	100%
Net Income After Depreciation +/-	(60,119)	(13,703)	(5,010)	274%

South Bend FSS
 FY 2023
 October 1, 2022-September 30, 2023

SHORTFALL FUNDING
 AMP 3

Description	FYE 23	October ytd		% of Budget
	Budget	Actuals	Budget	
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	1,243,513	114,522	103,626	111%
Operating Subsidy				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	1,243,513	114,522	103,626	111%
Expenses				
Administrative Salaries				
Office Expense				
Other Administrative Expense				
Legal Expense				
Audit Expense				
Advertising				
Travel and Training				
Bookkeeping Exp				
Management Fee Exp				
Total Admin Expenses	-	-	-	
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services				
Utility				
Water				
Electric				
Gas				
Total Utility			-	
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts	1,243,513	114,762	103,626	111%
Total Maintenance	1,243,513	114,762	103,626	111%
Other Expense				
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt				
Vash Port (HAP) Expense				
HAP Expense				
FSS Expense				
Other General Expense				
Total Other Expense				
Net Income Before Depreciation +(-)	-	(240)	-	0%
Depreciation				
Net Income After Depreciation +/(-)	-	(240)	-	

South Bend COCC
 FY 2023
 October 1, 2022-September 30, 2023

COCC

Description	FYE 23 Budget	October ytd Actual	October ytd Budget	% of Budget
Revenue				
Rental Income	-	-	-	
Other Tenant Income	-	-	-	
Other Income	140,139	4,521	11,678	39%
Fraud Income	-	-	-	
Grant Income	-	-	-	
Operating Subsidy	-	-	-	
HAP Subsidy	-	-	-	
Admin Fee Income	-	-	-	
Port VASH (HAP)	-	-	-	
Port VASH (Admin Fee)	-	-	-	
Capital Fund Management Fee (1410)	141,526	-	11,794	0%
Capital Fund Ops Transfer (1406)	-	-	-	
Asset Management Fee	50,560	4,990	4,213	0%
Bookkeeping Fee	229,561	18,460	19,130	96%
Management Fee	690,724	52,075	57,560	90%
Total Revenue	1,252,510	80,047	104,376	77%
Expenses				
Administrative Salaries	738,747	56,467	61,562	92%
Office Expense	92,492	3,707	7,708	48%
Other Administrative Expense	32,050	(13)	2,671	0%
Legal Expense	12,706	-	1,059	0%
Audit Expense	2,500	208	208	100%
Advertising	270	-	23	0%
Travel and Training	5,820	-	485	0%
Bookkeeping Exp	-	-	-	
Management Fee Exp	-	-	-	
Total Admin Expenses	884,585	60,369	73,715	82%
Resident Services				
Resident Services Salaries				
Benefits				
Other Resident Services		11,208		
Total Resident Services	-	11,208		
Utility				
Water			-	
Electric		-	-	
Gas			-	
Total Utility	-	-	-	
Maintenance				
Maintenance Wages			-	
Maintenance Materials		-	-	
Maintenance Contracts	22,813	-	1,901	
Total Maintenance	22,813	-	1,901	
Security Contracts/Costs			-	
Insurance Costs	103,023	21,009	8,585	245%
Employee Benefits	150,235	18,893	12,520	151%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	1,200	-	
Total Other Expense	253,258	41,102	21,105	195%
Net Income Before Depreciation +(-)	91,854	(32,631)	7,655	-426%
Depreciation	7,700	642	642	100%
Net Income After Depreciation +/(-)	84,154	(33,273)	7,013	-474%

South Bend HCVP
 FY 2023
 October 1, 2022-September 30, 2023

HCVP HAP

Description	FYE 23 Budget	October ytd Actuals	October ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	-	-	0%
Fraud Income	28,426	6,339	2,369	268%
Grant Income				
Operating Subsidy				
HAP Subsidy	15,397,902	1,354,909	1,283,159	106%
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	15,426,328	1,361,248	1,285,527	106%
Expenses				
Administrative Salaries				
Office Expense				
Other Administrative Expense				
Legal Expense				
Audit Expense				
Advertising				
HCV Inspections				
Travel and Training				
Bookkeeping Exp				
Management Fee Exp				
Total Admin Expenses	-			
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-			
Utility				
Water				
Electric				
Gas				
Total Utility	-			
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts				
Total Maintenance	-			
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt		-		
Vash Port (HAP) Expense				
HAP Expense	15,358,416	1,359,237	1,279,868	106%
FSS Expense	67,912	2,053	5,659	36%
Port Out Admin fee Expense				
Other General Expense				
Total Other Expense	15,426,328	1,361,290	1,285,527	106%
Net Income Before Depreciation +/-	-	(42)	-	
Depreciation	-	-	-	
Net Income After Depreciation +/-	-	(42)	-	

South Bend HCVF
 FY 2023
 October 1, 2022-September 30, 2023

HCVF ADMIN

Description	FYE 23 Budget	October ytd Actuals	October ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	9,698	-	0%
Fraud Income	28,426	4,971	2,369	210%
Grant Income				
Operating Subsidy				
HAP Subsidy				
Admin Fee Income	1,308,641	112,181	109,053	103%
Port VASH (HAP)	600,469	60,547	50,039	121%
Port VASH (Admin Fee)	54,811	4,480	4,568	98%
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	1,992,347	191,877	166,029	116%
Expenses				
Administrative Salaries	393,980	33,716	32,832	103%
Office Expense	61,686	1,837	5,141	36%
Other Administrative Expense	3,976	21	331	6%
Legal Expense	-	-	-	
Audit Expense	8,000	667	667	100%
Advertising	-	-	-	
HCV Inspections	89,311	5,541	7,443	
Travel and Training	5,725	-	477	0%
Bookkeeping Exp	183,136	15,225	15,261	100%
Management Fee Exp	293,017	24,360	24,418	100%
Total Admin Expenses	1,038,831	81,367	86,569	94%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services				
Utility				
Water				
Electric				
Gas				
Total Utility				
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts				
Total Maintenance				
Security Contracts/Costs				
Insurance Costs	114,472	23,342	9,539	245%
Employee Benefits	132,205	15,282	11,017	139%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	600,469	60,547	50,039	121%
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Port Out Admin fee Expense	5,160	332	430	
Other General Expense	-	-	-	
Total Other Expense	852,306	99,504	71,026	140%
Net Income Before Depreciation +/-	101,210	11,006	8,434	130%
Depreciation	15,900	1,325	1,325	100%
Net Income After Depreciation +/-(-)	85,310	9,681	7,109	136%

South Bend FSS
 FY 2023
 October 1, 2022-September 30, 2023

GRANTS (FSS)

Description	FYE 23 Budget	October ytd Actuals	October ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	99,400	8,472	8,283	102%
Operating Subsidy				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	99,400	8,472	8,283	102%
Expenses				
Administrative Salaries				
Office Expense				
Other Administrative Expense				
Legal Expense				
Audit Expense				
Advertising				
Travel and Training				
Bookkeeping Exp				
Management Fee Exp				
Total Admin Expenses	-	-	-	
Resident Services				
Resident Services Salaries	64,772	4,823	5,398	89%
Benefits	34,628	3,648	2,886	126%
Total Resident Services	99,400	8,472	8,283	102%
Utility				
Water				
Electric				
Gas				
Total Utility	-	-	-	
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts				
Total Maintenance	-	-	-	
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt				
Vash Port (HAP) Expense				
HAP Expense				
FSS Expense				
Other General Expense				
Total Other Expense	-	-	-	
Net Income Before Depreciation +{(-)}	-	-	-	
Depreciation				
Net Income After Depreciation +{(-)}	-	-	-	

Capital Fund Expenditures

Grant Year	Awarded	Expended	Remaining Balance	Action taken
2019	2,073,517.00	2,073,517.00	0.00	Contract Vacant Unit Turns
2020	2,227,822.00	2,173,825.31	53,996.69	Vacancy Reduction Program
2021	2,312,670.00	1,926,637.89	386,032.11	Development Vacancy Reduction
2022	2,830,526.00	0.00	2,830,526.00	Demolition
2021 (PH Short Fall)	1,137,402.00	769,350.00	first allocation = 0 Second allocation 0.00 Third allocation 368,052.00	South Bend Avenue/ Vacancy Reduction Planning
2022 (PH Shortfall)	1,548,904	42,975.19	first allocation = 159,042.81 Second allocation 673,443.00 Third allocation 673,443.00	Vacancy Reduction Program
Total	10,581,937.00	6,557,379.88	4,103,040.61	